

FINDING EXCEL 2003 MENU COMMANDS ON THE EXCEL 2007 RIBBON

File	Edit	View	Insert	Format
New... Ctrl+N	Undo Italic Ctrl+Z	Normal	Cells... Ctrl+I	Cells... Ctrl+I
Open... Ctrl+O	Can't Repeat Ctrl+Y	Page Break Preview	Rows	Row
Close	Cut Ctrl+X	Task Pane Ctrl+T	Columns	Column
Save Ctrl+S	Copy Ctrl+C	Toolbars	Worksheet	Sheet
Save As...	Office Clipboard...	Formula Bar	Chart...	AutoFormat...
Save as Web Page...	Paste Ctrl+V	Status Bar	Symbol...	Conditional Formatting...
Save Workspace...	Paste Special...	Header and Footer...	Page Break	Style...
File Search...	Paste as Hyperlink	Comments	Function...	
Permission	Fill	Custom Views...	Name	
Web Page Preview	Clear	Full Screen	Comment	
Page Setup...	Delete...	Zoom...	Picture	
Print Area	Delete Sheet		Diagram...	
Print Preview	Move or Copy Sheet...		Object...	
Print... Ctrl+P	Find... Ctrl+F		Hyperlink... Ctrl+K	
Send To	Replace... Ctrl+H			
Properties	Go To... Ctrl+G			
1 SparkLines.xls	Links...			
Exit	Object			

That Darn Ribbon!
While Excel 2007 has fantastic new features, adjusting to the ribbon provides the greatest frustration. I spent the first 2 weeks wondering, "now where the heck would they have put the XYZ command?" This card shows you most of the Excel 2003 menus. The color squares on the menu will point you to the correct ribbon tab (using the color keyed ribbon at the bottom of this card).

Minimizing the Ribbon
Right click the ribbon and choose Minimize so that it doesn't take up too much space. When you click on a ribbon tab, the ribbon will expand temporarily.

Customize the QAT
The Save, Undo, & Redo buttons next to the round office icon are the Quick Access Toolbar. Right click this and choose to move it below the ribbon. Then, right click and choose to customize. Add your favorite commands to the QAT, since it is *always* visible! Note: If a menu command on this card is shown with a black square, you will have to add it to the QAT. In the Customized dialog, choose "Commands Not in the Ribbon" from the left dropdown to find these commands.

Tools	Data	Window	Help
Spelling... F7	Sort...	New Window	Microsoft Excel Help F1
Research... Alt+Click	Filter	Arrange...	Show the Office Assistant
Error Checking...	Form...	Compare Side by Side with...	Microsoft Office Online
Speech	Subtotals...	Hide	Contact Us
Shared Workspace...	Validation...	Unhide...	Check for Updates
Share Workbook...	Table...	Split	Detect and Repair...
Track Changes	Text to Columns...	Freeze Panes	Activate Product...
Compare and Merge Workbooks...	Copysolidate...	1 Book3	Customer Feedback Options...
Protection	Group and Outline		About Microsoft Office Excel
Online Collaboration	PivotTable and PivotChart Report...		
Goal Seek...	Import External Data		
Scenarios...	List		
Formula Auditing	XML		
Macro	Refresh Data		
Add-Ins...			
AutoCorrect Options...			
Customize...			
Options...			

Commands with no square, such as tool bar customization and the Office Assistant (Clippy) are no longer available. Clippy has been banished to a cave in S. Carolina.

Excel 2003 Standard and Formatting Toolbars

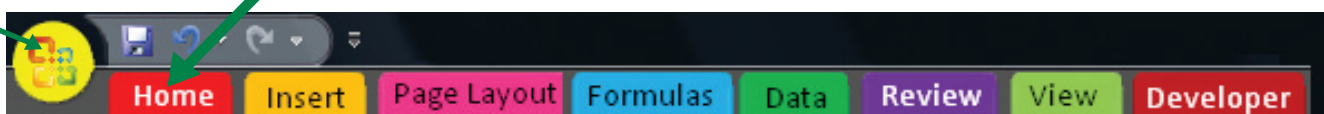


To find a command in Excel 2007, use the color code on the Excel 2003 menu to find the correct Excel 2007 ribbon tab.

Black indicates that the command is not on the ribbon. You must add it to the Quick Access Toolbar using Excel Options - Customize if you need this command



Note: The File menu commands are hidden behind the Office Icon

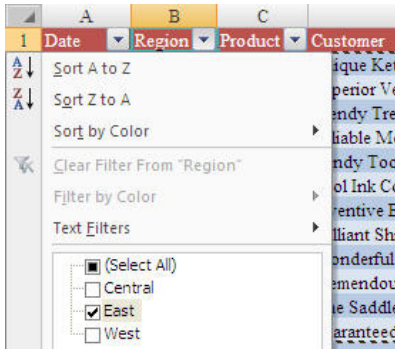


EXCEL TIPS

Use Filter to find records in a list

This works with any list of data, provided there are headers in the first row. Select a cell in the list and select **Home > Sort & Filter > Filter** or press Ctrl+T to convert the range to an intelligent table.

A dropdown will appear for each header. From the dropdown choose one or more values from the list, or use the Text or Date filters to search for records matching a pattern.



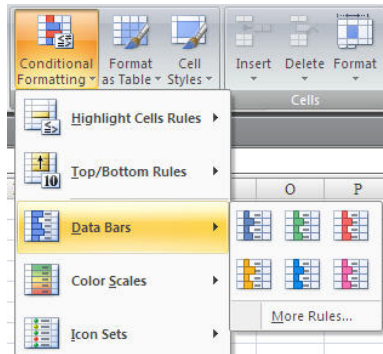
Use **Home > Find & Select > Go To Special > Visible Cells Only** (or Alt+;) to select only the visible cells from a filter.

Upgrading Gotchas

See <http://www.mrexcel.com/pressarticles.html> for five things to know when upgrading

Highlight with Conditional Formatting

Make a formula result appear in red anytime that the answer exceeds a certain value. Select cells and choose **Home > Conditional Formatting > Highlight Cells Rules > Greater Than**. Also, try out the Data Bars, Color Scales or Icon Sets on a range of numeric values. Caution: Don't include the total cell when applying these effects.



Relative vs. Absolute References

Typically, a cell reference in a formula, such as "=B2*C4" contains relative references. When you copy a formula with a relative reference, the referenced cell changes.

When you want a copied formula to always point to a particular cell, use

\$ signs in the reference:

	A	B	C	D
2	Growth Rate:	4.1%		
4	Year	Old Price	New Price	
5	2001	1.76	=+B5*(1+\$B\$2)	
6	2002	1.83	1.91	

Excel Short Cut Keys

- F2 – Edit Cell
- Ctrl+; – Enter Date
- Ctrl+: – Enter Time
- F4 – Toggle relative/absolute/mixed
- F5 – GoTo
- F7 – Spell Check
- Ctrl+Shift+ – Remove Borders
- Ctrl+~ – Toggle Formulas/Values
- Ctrl+A (after typing function) – Fx Wizard
- Alt+F1 - Create Chart From Selection
- Ctrl+Enter – Fill Selection with entry
- Alt+Enter – Start new line in cell
- End Home – Go to last active cell
- End <any arrow key> – Go to edge of range
- Ctrl+T - convert current region to a table

Custom Number Formats

- Ctrl+1 > Number > Custom
- #,##0,K – Display values in thousands
- # ??/?? – Display as a mixed fraction
- # ?/8 – Display to the nearest 1/8th
- [h]:mm – display times in excess of 24 hours

Consolidating Data

See www.MrExcel.com/tip035.shtml for 5 crucial methods for consolidating data.

Cool New Features

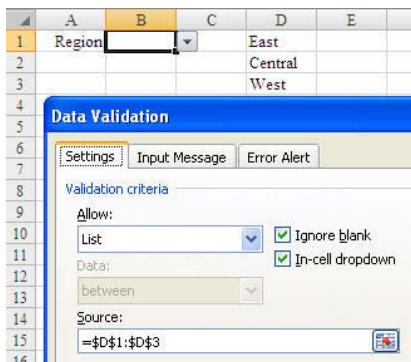
- Data - Remove Duplicates
- View - Page Layout
- Review - Translate
- Formulas - Watch Window
- Data - Subtotal

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POWER TIPS

Create Dropdown in Cell with Validation

Type a list in an out-of-the-way location on the worksheet. Select the cell where you want the dropdown. Choose **Data - Data Validation**. In the Allow field, select List and then specify list in Range field.



Unleash Power with CSE Formulas

Replace literally thousands of formulas with a single CSE formula. After typing the formula, hold down **Ctrl, Shift** while hitting **Enter**. If you entered the formula correctly, you will see curly braces surrounding the formula in the formula bar.

CSE Example 1:

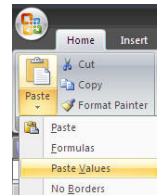
Consider this database of units sold and retail prices. Although there are 5,000+ entries, this single formula will sum the quantity * price for all of the rows:

={SUM(D4:D5499*E4:E5499)}		
C	D	E
184,529,750		
Style	Qty	Price
00550	125	18
07243	765	42
09875	453	65

Use the new SUMIFS function to replace CSE formulas for summing based on multiple conditions.

Paste Values to Freeze Formulas

If you have a column of formulas and want to delete the formula's precedents, you will have to convert the formulas to values. Copy the range to the clipboard. Use the bottom half of the Paste icon to open the dropdown and choose Paste Values.



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Pivot tables are Excel's most powerful feature.
Summarize 1,000,000 rows of data in a few mouse clicks. Start on the Insert tab of the ribbon and choose Pivot Table. For complete details, see the best selling Pivot Table Data Crunching for Excel 2007 from QUE.

For a complete guide to every nook and cranny in Excel 2007, check out Bill Jelen's Special Edition Using Microsoft Excel 2007. Includes a complete function reference.